



NOTICE OF JOB OPENING

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| JOB TITLE: | Manager - Debt, Capital Projects & Proprietary Funds |
| POSITION # | 6102256004 |
| DEPARTMENT: | County Auditor – Financial Accounting, Debt and Capital Projects |
| JOB DESCRIPTION: | <p>Under general direction from the Director of Financial Accounting, responsible for accounting and reporting of Toll Road, Flood Control, County Capital Projects, and County Debt; accounting for enterprise funds; and ensuring the financial integrity of the General Ledger, the Financial Statements, and related financial and nonfinancial reports and data. This is a high visibility role interacting with senior leadership across the County as well as outside legal counsel, underwriters, and Financial Advisors. This position supervises five subordinates to ensure timely, accurate, and efficient completion of tasks assigned to the Section as well as adherence to Harris County and Auditor's Office policies, procedures, and guidelines.</p> |
| WHAT WE OFFER: | <ul style="list-style-type: none">• Competitive salary• Vibrant Downtown Houston location• Excellent Benefits and Wellness programs• Zero-Premium Employee Only Medical Plan• Outstanding Retirement Program• Collaborative Environment• Subsidized Transit/Commute |
| WHAT WE ARE LOOKING FOR: | <p>Bachelor's degree in Accounting or a related field with a minimum of 24 hours in accounting and seven or more years of professional accounting experience, which must include three years supervisory experience and four years of financial accounting experience. CPA and/or Master's Degree is strongly preferred.</p> <p>Ideal candidate must possess:</p> <ul style="list-style-type: none">• Experience should include debt accounting, governmental accounting, and complex reconciliations. |

- Strong knowledge of Generally Accepted Accounting Principles (GAAP); Governmental Accounting, Auditing, and Financial Reporting (GAAFR) as it relates to areas of responsibility.
- Knowledge of budgeting practices, fund accounting, auditing, alternative financing, debt management, and proprietary fund accounting.
- Proficiency in the use of MS Office as well as have large, complex accounting software package experience.
- Excellent communications, interpersonal and oral/written presentation skills.
- Superior organizational and problem-solving skills.
- The ability to establish and maintain effective working relationships.

Candidate must be legally eligible to work in the United States. Visa sponsorship is not provided.

Physical requirements for the position are the ability to sit for extended periods of time and the ability to push/pull, lift and carry up to 20 lbs.

TO APPLY:

Submit your resume via email to: Apps.HCAO@aud.hctx.net. Please indicate the title and position number in the subject line of the email.

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY